

DRAFT - Auckland Transport protocols for engagement with Ward Councillors, February 2019

Purpose of protocols

Auckland Transport is committed to providing an appropriate level of information to councillors and local board members, aligning with their different governance roles (regional and strategic as opposed to local place-based). [Regional = impacting on multiple local board areas and Local = impacts confined to a single local board area.]

These protocols supplement the general accountability expectations of Auckland Transport as set out in documents such as the Local Government Act 2002, Local Government (Auckland Council) Act 2009, and the Governance Manual for Substantive CCOs.

They set out practical expectations for engagement and information provision between Auckland Transport and Auckland Council governing body members and build on the regular contact councillors have with Auckland Transport through workshops and formal committee meetings.

Expectation on Auckland Council staff

Local information is already provided to local board members in the form of monthly reports and Auckland Transport's Board Reports also contain extensive information about AT activities. Auckland Council councillor support advisers should download these reports and any other relevant publicly available information and bring material of particular interest to their councillor's attention.

Expectations on Auckland Transport

Auckland Transport will:

- ensure councillors are informed about all regional projects, including those funded fully or in part by the Regional Fuel Tax;
- ensure that ward councillors are offered briefings on all regional projects in their wards;
- ensure a service level of (X days – to be determined) for all responses to written enquiries;
- proactively provide briefings to councillors on specific projects or initiatives of particular interest (As indicated by the councillor);
- provide ward councillors with a primary point of contact for day to day queries;
- meet with councillors and update them on current projects and initiatives, as required;
- Provide information and/or attendance at relevant committee and Governing Body meetings.

The primary contact for councillors will be the Auckland Transport Elected Member Relationship Management staff assigned to them. However, on specific issues councillors may be provided information by other Auckland Transport staff, including senior management as appropriate.

Approved by:

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